

## Community Manager, Relay For Life

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**Job ID #:** 21611

**Location:** Michigan - Kalamazoo

**Functional Area:** Fundraising

**Department:** Community Engagement

**Position Type:** Full-Time Exempt

**Education Required:** Bachelors Degree

**Experience Required:** 1 - 3 Years

**Relocation Provided:** No

### Position Description

One hundred years ago, the American Cancer Society began the fight of a lifetime – the fight against cancer. After 100 years of saving lives and creating more birthdays, we're leading the way in working tirelessly to transform cancer from deadly to treatable and from treatable to preventable. We want to finish the fight against Cancer. In fact, we've never been more ready to put the American Cancer Society out of business.

That's why we're embarking on our most ambitious undertaking yet. Each year, we help cancer patients everywhere get the help they need when they need it.

As the largest voluntary health organization, the American Cancer Society is passionately committed to saving lives from cancer. We are working to create a world with less cancer and more birthdays – a world where cancer never steals another year from anyone's life. The ACS combines relentless passion with the wisdom of nearly a century of experience to make this vision a reality, and they get results. The ACS saves lives by helping people stay well, helping people get well, by finding cures, and fighting back. Thanks in part to this work; nearly 12 million cancer survivors and countless others who have avoided the disease will celebrate a birthday this year.

### **As the official sponsor of birthdays, we know how important each and every birthday is!**

Executes a portfolio of Relay For Life events, with accountability for significant income targets, as well as event-related mission and advocacy activities. Ensures goal achievement through the effective leadership, engagement, empowerment, and mobilization of event volunteers.

Accountable for the achievement of income performance targets for a portfolio of Relay For Life events, including community feeder events.

Responsible for effectively and efficiently completing activities and meeting target deadlines in order to execute successful events.

Implements best practices for leadership development, increased participation and event revenue growth; drives and encourages creativity and innovation at the community level.

Develops and demonstrates skills in community organization, relationship building and talent identification and leadership development.

Engages, trains and manages relationships with community volunteers to ensure successful events execution, with a focus on event volunteer leadership positions.

Engages the community in Relay For Life to drive increased event participation – event committee, teams, team members, sponsors and survivor/caregiver – including youth engagement through teams in community events, Relay Recess and Field Day, high school Coaches vs. Cancer.

Collaborates with Corporate & Distinguished Partners and Health Systems staff to maximize event success; leverages opportunities to engage constituents from corporate, distinguished partners and health systems activities in events through event sponsorship and participation.

Works in partnership with Health Systems staff for achievement of identified event-related mission goals, including enterprise-wide initiatives. Integrates mission/cancer control activities messaging and within Relay For Life events.

Partners with enterprise support functions and ensures appropriate support is provided for successful execution of events.

Utilizes available tools and processes to maximize event results, including online fundraising.

Utilizes and responds to customer satisfaction survey, comparative event and success factors data.

Monitors progress against objectives; adjusts plans and manages contingency efforts and resources as required.

Ensures strong logistical coordination for assigned events.

Facilitates volunteer retention and ensures meaningful volunteer recognition.

Utilizes defined processes to ensure timely and accurate event data entry.

Ensures compliance with ACS policies, including employment, risk management, event and cash handling, and financial controls.

Works in partnership with ACS CAN, including efforts to increase ACS CAN membership.

Actively demonstrates and cascades the enterprise-wide mindsets: integrity, collaboration and stewardship.

## Position Requirements

Bachelor's degree in related field and/or equivalent combination of education and experience. One year related experience preferred, working within a multi-million dollar organization a plus.

Excellent written and verbal communication, presentation, and interpersonal skills.

Able to work successfully in a diverse team environment.

Ability to recruit, train and motivate community-based volunteers.

Demonstrated ability in handling multiple priorities, project management and meeting deadlines; strong planning and organizational skills.

Proven relationship building, persuasion and influence skills.

Strong customer service orientation, with extensive experience in effectively addressing and resolving issues with constituents.

Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events.

Outcome driven; strong project management ability.

Able to work through others to accomplish goals.

Strong market, community and constituent perspective.

Remains composed under stress, handles responses to criticism tactfully and delivers on organizational commitments.

Broad knowledge of the overall structure, programs, and services of the American Cancer Society including policies and procedures.

Proficient in computer-based information systems.

Must have access to car or be able to transport materials to and from meetings and special events/programs. Must be able to staff evening and weekend committee meetings, events and programs. Must be able to staff Friday and Saturday overnight Relay and other events, and remain onsite for the duration of the event. Must be able to lift 30 lbs and perform set up / take down of event equipment.

Staff has a unique opportunity to save lives through direct mission impact while fulfilling personal and career objectives. The American Cancer Society values accountability and high performance and

rewards those teams and team members who continually improve their capability and contribution. The American Cancer Society is also dedicated to hiring and retaining a diverse workforce to help achieve our mission.

Save Lives. Fulfill Yours.

ACS is an equal opportunity employer and actively seeks candidates from diverse backgrounds including women, communities of color, the LGBT community, veterans, and people with disabilities.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.